



Admissions Handbook

2022-2023

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1. Admissions Philosophy

In alignment with the IB mission statement, Shinagawa International school shapes its admission policy based on the essential features listed below:

International mindedness

SIS seeks a shared understanding of educational philosophy from parents. International mindedness is the bonding feature of our school community, and our prospective families need to demonstrate this perspective as well.

Inclusive Education/Diversity

SIS welcomes families from various cultures, countries, and linguistic backgrounds.

Holistic Approach

SIS takes the academic background of a child into consideration and their disposition and self-management, social and communication skills before making the final enrollment decision.

Transparency

SIS expects families to share all the required and related information about their child's social, physical, emotional, and academic development.

Support

SIS expects families to be fully aware of the school rules and regulations and be supportive of, and involved in, their child's education journey.

1-1. Mission and educational philosophy

SIS Vision

Our vision is to foster passionate, independent, highly motivated learners who actively contribute to world peace.

SIS Mission

Our mission is to provide a multicultural learning community with a passion for academic, social, and personal success.

SIS Educational Philosophy

SIS aims at educating each of its students to be:

- inspired and independent life-long learners.
- Academically, artistically, socially, and physically balanced.
- Inquirers and problem-solvers.
- Multilingual communicators.
- Responsible and principled internationally-minded citizens.
- Appreciative of our local community.

1-2. IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging international education programs and rigorous assessments. These programs encourage students worldwide to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

1-3. IB Learner Profile

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB Learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They apply thinking skills critically and creatively to recognize and approach complex problems and make reasoned ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in various modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of individuals, groups, and communities. They take responsibility for their actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories and are open to other individuals and communities' perspectives, values, and traditions. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

Caring

They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their learning and experience. They can assess and understand their strengths and limitations to support their learning and personal development.

2. Admissions and Eligibility

2-1. Age eligibility

A child with the appropriate age for the grade level before September 1st of that academic year is eligible for standard admission.

2022-2023 Academic Year			
Division	Grades	Age by August 31, 2022	DOB
ELC	Preschool	3 years old	9/1/2018-8/31/2019
	PreK	4 years old	9/1/2017-8/31/2018
	Kindergarten	5 years old	9/1/2016-8/31/2017
PYP (Primary School)	Grade 1	6 years old	9/1/2015-8/31/2016
	Grade 2	7 years old	9/1/2014-8/31/2015
	Grade 3	8 years old	9/1/2013-8/31/2014
	Grade 4	9 years old	9/1/2012-8/31/2013
	Grade 5	10 years old	9/1/2011-8/31/2012
MYP (Middle School)	Grade 6	11 years old	9/1/2010-8/31/2011
	Grade 7	12 years old	9/1/2009-8/31/2010
	Grade 8	13 years old	9/1/2008-8/31/2009
	Grade 9	14 years old	9/1/2007-8/31/2008

2-2. Admissions criteria

- Age
- Availability of places and the current makeup of the class
- English language proficiency
- Social maturity
- Academic level

- Suitability for SIS's educational philosophy and IB philosophy
- Previous school records / international educational experience

Early Learning Center (Preschool, Pre-K, Kindergarten)

- Ability to separate from parents
- Social maturity: Student possess or developing core social competencies such as self-regulation, empathy and basic etiquette
- Self-help skills: Student can dress/undress and pack/unpack independently, and is responsible for one's belongings
- Language ability: Student can understand simple instructions and communicate his/her needs in English
- Fine and gross motor skills: Students can manipulate objects with control and has age appropriate penmanship
- Emerging academic ability: Student has emerging understanding of literacy and numeracy
- Inquirer trait: Student enjoys learning through play to inquire into the nature of one's self and the world
- Students must be able to toilet themselves independently in a school environment

Primary School

Recommendation form from current teacher

Screening assessment in language and mathematical skills

Age appropriate social skills

Current makeup of class

Successful Interview with teacher

Middle School

Students entering Grades 6 – 10 must generally have sufficient competency in English in order to benefit from our IB MYP academic program. Students take admissions tests of English Language Use, Mathematics, and Reading.

Depending on the English proficiency of the student, we may ask parents to provide supplementary English tutoring or shadow teachers at their own expense as a condition for admissions.

Eligibility for Admissions for MYP 1 – 5

- Social skills, language ability, academic ability, and the current makeup of the class.
- Students automatically progress to the next MYP year after the end of each scholastic year.
- Children with Special Education Needs (SEN) will be considered for admission depending on the school's capacity and resources and the school's capability of appropriate support, as indicated in the Inclusion Policy.
- Language support will be offered to students coming from PYP and throughout the MYP Years 1 to 5, as indicated in our Language Policy.
- For new admissions, a student must present a grade-level English sufficient enough to follow the mainstream classes. However, if this is not the case, language support will be provided if the capacity permits.

2-3. Parents' requirement

As all the communication is conducted in English, SIS requires at least one parent/guardian to be able to communicate effectively in English

2-4. Admissions criteria policy

- SIS does not disclose the reason for acceptance/rejection/waiting pool
- Sibling of current SIS student is required to meet the admissions criteria first to be prioritized to enroll

3. Applying to SIS

3-1. Application / Enrollment time

- SIS generally accepts the termly acceptance if there is a vacancy
- SIS accepts applications one year before the preferred enrollment time (i.e., If a student wishes to enroll in January 2023, SIS starts accepting applications from January 2022)

3-2. Admissions checklist

1. Completed application form (online or offline)
 2. Student's headshot
 3. Official copies of the past two years' academic records from the student's previous school in English
If parents are translating, please obtain the school stamp/signature after translation to certify
 - a. Grade 1 students must provide Kindergarten reports (or the equivalent)
 - b. ELC students must submit a progress report if their school provides it
 4. A photocopy of the student's passport or birth certificate
 5. The application fee of 20,000 JPY (non-refundable) is paid by bank transfer. Please attach the receipt with the application form
- *Please note that the remittance fee must be paid by the applicant
6. Letter of Recommendation – provided after receiving the application form. It must be sent directly back to SIS from the student's teacher by either email, mail, or fax

3-3. Assessment / Interview

- Submitted application form and supporting documents will be first screened
 - Students may or may not be invited to the trial lesson, assessment, and interview depending on the screening result
 - Eligible students must go through a trial class or an individual interview in order to be accepted into SIS
- *Due to Covid-19 situation, we do not have a trial lesson at the moment. Students will be screened by individual assessment and interview
- Students will be assessed for their English level to determine whether they require EAL support or not
 - All parents must sit the enrollment interview, which is to ensure the school's philosophy and programs match the parent's educational beliefs and expectations

3-4. For overseas applicants

- All student assessments and parent interviews will be held by Zoom
- For ELC applicants, additional supporting documents are required to submit

4. Admissions results

4-1. Acceptance

- Within one week of accepting the offer, one-time payments, and the enrolling term tuition must be paid
- Enrollment will be confirmed only after the receipt of initial payments has been received
- Students must be in full-time residence with at least one parent or a legal guardian to be accepted

4-2. Conditional acceptance

- Students are accepted with certain conditions.
- Conditions must have been met in order to be accepted and to enroll.

4-3. Waiting Pool

- If a student is considered eligible for SIS but there is no vacancy available, he/she will be put in the waiting pool
- Waiting pool is not ranked or prioritized
- If spaces become available, the Admissions Committee will reconsider the candidates based on the balance of the class in terms of gender, nationality, sibling status, social maturity, etc.
- SIS cannot estimate when the student will be accepted from the waiting pool
- All students need to meet our admissions criteria first to be registered in the waiting pool

4-4. Rejection

- An applicant will be rejected if he/she does not meet one or more admissions criteria based on either document or assessment screening
- SIS does not disclose the reason for the rejection
- No second assessment/interview chances are given to the rejected applicant.

5. Enrollment

- Students will be enrolled during the middle of each term (i.e. October in Term 1); however, there will not be any discount or prorate to the tuition.

- Students will be assessed for the English language test on the first day of school to determine the EAL level
- For Preschool and Prek grades, students must be fully toilet trained to start school at SIS

5-1. Bank Account Details

*Please include the student's name to help us identify the source of payment.

Domestic Payment	
Bank name	Mitsubishi UFJ Bank (0005) 三菱UFJ銀行
Branch name	Yokohama Ekimae Branch (251) 横浜駅前支店
Account #	Ordinary 普通 0086152
Account name	Tokutei Hi Eiri Katsudou Houjin Kokusai Kouryu Gakkyu Rijicho Deniz Mehmet 特定非営利活動法人国際交流学級 理事長 デニズ メフメット

Oversea Payment	
Bank	MUFG Bank, Ltd
SWIFT Code:	BOTKJPJT (In case of 11 digits: BOTKJPJTXXX)
Bank Key	0005251 (Bank Code # and Branch #)
Branch	Yokohama-Ekimae Branch
Bank Address	1-11-20 Kitasaiwai, Nishi-Ku, Yokohama, Kanagawa 220-0004 Japan
Beneficiary's Account #	251-0086152
Beneficiary's Name	Shinagawa International School
Beneficiary's Address	4-8-8 Higashishinagawa Shinkan Bldg. 3 rd fl. Shinagawa-ku, Tokyo 140-0002 Japan

6. School Fees

6-1. School Fees for 2022-2023

Fees are fixed for the school year August 2022 to June 2023. They are reviewed annually by the school board and any changes to the school fees for the next school year is announced by the end of May.

At SIS, the school fees consist of an application fee, enrollment fee, maintenance fee, and tuition. All fees should be remitted in Japanese Yen.

Tuition & Fees for the 2022 – 2023 School Year			
Application Fee (one-time fee)	20,000 JPY		
Enrollment Fee (one-time fee)	650,000 JPY		
Maintenance Fee (annual)	150,000JPY		
Tuition (annual)	Fall Term	Winter Term	Spring Term
Preschool – Kindergarten	750,000 JPY	550,000 JPY	550,000 JPY
Grades 1-5	750,000 JPY	550,000 JPY	550,000 JPY
Grade 6-9	790,000 JPY	580,000 JPY	580,000 JPY
EAL Fee (if required)	200,000 JPY	150,000 JPY	150,000 JPY
2 nd Child Discount	A 20% discount is available for the 2 nd child's tuition fees only		
3 rd Child Discount	A 30% discount is available for the 3 rd child's tuition fees only		

Application Fee (one-time fee, non-refundable)

A fee of 20,000 JPY is due upon submission of each student's application.

Enrollment Fee (one-time fee, non-refundable)

The enrollment fee is 650,000 JPY per student and is payable within one week from the confirmation of the student's admission to SIS.

Maintenance Fee (annual, non-refundable)

The maintenance fee is 150,000 JPY per student and is per year payable in three installments.

Tuition (annual, non-refundable)

The tuition is per year payable in three installments.

Other Fees

Uniform

The school uniform is compulsory for all grades. The uniforms can be ordered throughout the year. The overall cost depends on the number of items ordered.

Payment of Tuition

Tuition can be paid in three installments.

Term 1 Payment Due Date: July 20

Term 2 Payment Due Date: November 20

Term 3 Payment Due Date: February 20

Alternative payment dates will be suggested for enrolments made at irregular times.

6-2. Fees Policy

Please refer to our [School Fee Policy](#)

7. Review Cycle

Review Cycle Initiator: Pedagogical Leadership Team and Admissions Office

Individuals Involved: Head of School, Admissions Manager, Heads of Primary and Secondary Schools, ELC Coordinator

Date Ratified: March 2022

To be reviewed: August 2022